

**JOB DESCRIPTION**  
(To be read in conjunction with Person Specification)

**Oakwood Hall**

<b>POST:</b>	Registered Mental Health Nurse
<b>SALARY:</b>	AfC Band 5
<b>ACCOUNTABLE TO:</b>	Service Manager and Team Leader
<b>RESPONSIBLE FOR:</b>	n/a

**ORGANISATIONAL EXPECTATIONS:**

Community Links aims to provide a high quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Community Links is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Community Links at all times.

**OUTLINE OF POST:**

The post holder will participate as directed by the management team in the operational functioning of the hostel, to provide and facilitate a flexible, supportive and responsive service for adults who have a significant history of mental ill health and distress, and who have complex needs, not easily met by existing services.

The post holder will work as part of a clinical team, with individual responsibilities for key working and co-working a small number of clients in accordance with guidance from senior staff.

**MAIN TASKS:**

1. Coordinate shifts, and to be responsible for the smooth running of the home in the absence of the management team.
2. The role expects personal and professional responsibility to be taken by the post holder when providing or supervising support given to clients.
3. The role expects the integration into practice of clinical supervision, reflective practice, personal professional development, evidence and research-based practice for themselves and the staff that they supervise.

4. To supervise and work with junior members of the team such as new staff, students' nurses on placements and mental health support workers.
5. To work as part of a multi-disciplinary mental health team to implement the Care Programme Approach (CPA) and adopts the role of care co-ordinator as and when necessary
6. Participates in the facilitation of a therapeutic approach, which provides high quality, professional support to clients in line with clear, well documented support plans.
7. Develop, evaluate and review the effectiveness of support plans in collaboration with clients.
8. Complies with and assists in the maintenance of an effective system for assessing, managing and minimising levels of clinical risk in accordance with Community Links and service policy and procedure.
9. Actively involves clients and carers in the process of support planning, service evaluation and development and day-to-day activities as appropriate.
10. To assess, develop, implement and evaluate programmes of support for individual clients and clinical practice.
11. To ensure the implementation of agreed Community Links and service policies and procedures.
12. To ensure the health and safety of clients/staff/visitors as far as possible, taking into account risk factors
13. To take referrals, undertake assessments and liaise with referrers under the direction, guidance and support of a member of the management team.
14. To maintain a commitment to service user and carer empowerment and assist and encourage the development of initiatives which encourages involvement in their own care and at a wider service planning and delivery level.
15. To ensure that support undertaken is meaningful, respectful, promotes self-determination and is in line with the individual support plan.
16. To ensure that prescribed treatments are delivered in accordance with NMC standards for Administration of Medicines.
17. To maintain detailed, accurate and up to date client records, information systems and reports in line with Community Links policies. To ensure these are completed within the agreed timescales.
18. In the absence of the chef, to be involved in food preparation, cooking and service plus subsequent clearing up and cleaning.

19. To ensure a high standard of hygiene, cleanliness, and tidiness is maintained within the property, and that necessary repairs / replacements are carried out. This will involve assisting residents to undertake cleaning.
20. To handle petty cash etc.
21. To adhere to CQC standards
22. To manage a clinical caseload and engage in caseload supervision with line manager.
23. To maintain and uphold professional registration requirements, ensuring that NMC registration is effective at all times
24. To be responsible for own personal development and maintenance of a professional profile to meet NMC standards.
25. To establish priorities in workload and make effective use of time.
26. To act as a mentor and preceptor of nurses pre and post registration
27. To ensure that continuing professional development is undertaken and updates knowledge of current legislation in relation to service delivery
28. To Comply with the service and Community Links Health and Safety and Risk Management policies and procedures. By following agreed safe working procedures relating to risk and personal safety and reporting incidents using the incident reporting system.
29. To work flexibly with regards time/shifts
30. To participate in a thorough induction programme for all new starters ensuring a clear understanding is gained of their role and responsibilities and of the expectations and philosophies of the service.
31. To carry out other tasks and responsibilities of a similar nature as determined from time to time by the manager in relation to the smooth running of the service.
32. To adhere to and ensure the implementation of NMC Code of Professional Conduct, Organisational and service policies and procedures.
33. To promote the importance of clinical risk management, assisting colleagues with the implementation of Organisational and service policies.
34. To work towards achieving the aims and objectives of the service and organisation and to participate in setting and evaluation of objectives
35. To provide advice, support and information to service users and carers.

36. To embrace any mental health promotion initiatives and encourage a positive attitude to mental health difficulties at all times.
37. To recognise the boundaries of their own knowledge and skills and seek support when appropriate.
38. To discuss any resource issues with line manager.
39. To participate in the development of the service through the implementation of service objectives.
40. To contribute to the achievement of annually set individual and team targets.
41. To demonstrate and promote the use of evidence based practice through effective clinical leadership/ supervision and by setting and monitoring standards.
42. To be involved in project work or contribute ideas/participate in organisational or service sub-groups to provide feedback on specific topics that they currently have experience with and are within the scope of their professional practice
43. To inform the manager of any safety issues that could affect you or others in the workplace. You are responsible for your own health and safety and must co-operate with management at all times in achieving safer work processes and workplaces, particularly where it can impact on others.
44. To undertake training in the correct use of any equipment when necessary as instructed; to ensure the equipment is safe to use, prior to its use and report any defects immediately to managers.
45. To provide adequate supervision to ensure compliance with safe working practices.
46. To carry out risk assessments, identify hazards in the workplace, and implement adequate controls to eliminate or reduce the level of risk.
47. To develop and maintain clinical knowledge and skills of current mental health issues, policies and developments relevant to quality service delivery.
48. THE POST HOLDER SHOULD RESPECT CLIENT CONFIDENTIALITY AT ALL TIMES AND REFER TO THE LEEDS INFORMATION SHARING AGREEMENT FOR GUIDANCE ON WHEN AND HOW TO SHARE INFORMATION LEGALLY.
49. The post holder must co-operate with all the policies and procedures designed to ensure equality of employment and service delivery. Co-workers,

clients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

50. Keep up-to-date with policies, guidelines, procedures and practices.
51. Participate in team meetings and other meetings as required.
52. Represent Community Links in a knowledgeable and professional manner at all times.
53. Maintain appropriate professional boundaries at all times.
54. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
55. Partake in Community Links Personal Development Review system.

The above duties are indicative of the requirements of the post at the time of recruitment. You will be expected to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which Community Links operates.

**Please note** this job description is intended to provide a guide to the general duties and responsibilities of the role, however the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Community Links.

## Person Specification – Registered Mental Health Nurse

The person specification should be read in conjunction with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role.

Community Links does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A,I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A,I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate the ability to undertake work with high degree of accuracy and strong attention to detail	✓		A, I, E
Knowledge & Skills	Essential	Desirable	
Good verbal, written and numeracy skills sufficient to be able to make accurate written records	✓		A, I
Good technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.	✓		A, I
Good interpersonal skills including listening and display empathy	✓		A, E
Creative, flexible and imaginative approach to working with people with mental health problems	✓		I, E
Ability to lead, support and develop junior workers	✓		A, I

Ability to communicate/participate effectively at a multi-agency, multi-disciplinary level	✓		A, I
Ability to assess risk, to manage risk, and to decision make in crisis situations/knowledge of relevant assessment tools	✓		A, I
Ability to provide a range of psychological and social interventions, including therapeutic risk taking	✓		A, I
Understanding of diagnoses and treatment plans	✓		A, I
Awareness of mental health legislation	✓		A, I
Ability to act decisively and take responsibility for actions taken	✓		A, I, E
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Qualification in plain English Second Language e.g. Urdu, Polish, BSL		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Registered Mental Health Nurse	✓		A
Experience of mental health either as service user, carer, worker or volunteer.	✓		A, I
Mentorship in Practice or relevant other training		✓	A
Training in counselling or CBT		✓	A
Experience of working in residential settings		✓	A, I
Experience of working with clients with complex needs		✓	A, I